



**Checklist of School/District Responsibilities**  
**Title I Schools Identified as "In Need of Improvement" - Year 2**

**Notice to Parents/Guardians**

- ☐ Prompt written communication to parents/guardians in an understandable format  
**Must include:**
  - ☐ What the identification means
  - ☐ Reason the school was identified
  - ☐ What the school is doing to address the identified need
  - ☐ What the local and state educational agencies are doing to help the school address the identified area(s) of need
  - ☐ How parents/guardians can become involved
  - ☐ The parent's/guardian's option to transfer their child to another school
  - ☐ A list of public school choice possibilities
  - ☐ Explain the availability of SES for eligible children
  - ☐ Provide a list of state approved SES providers
  - ☐ Describe the services, qualifications and evidence of the effectiveness for each provider
  - ☐ Describe the procedures and timeline that parent/guardian must follow in selecting a provider.
  - ☐ Explain how priorities have been set to determine which eligible students will receive supplemental services

**School Improvement Plan**

- ☐ Review each school's revised plan and provide feedback

**Technical Assistance**

- ☐ Ensure identified school receives technical assistance in the development and implementation of the school improvement plan  
**Assistance includes:**
  - ☐ Analyzing data from the assessments required and other examples of student work to identify and address problems that lead to identification
  - ☐ Identifying and implementing professional development, instructional strategies and methods of instruction that are scientifically based and proven effective
  - ☐ Analyzing and revising school's budget for effective allocation of resources to increase student achievement

**Public School Choice**

- ☐ Provide all students attending identified Title I schools the opportunity to transfer to another public school that has not been identified
- ☐ Give priority to the lowest achieving children from low-income families
- ☐ Notify parents/guardians of public school choice possibilities
- ☐ Provide transportation costs for the duration the school is identified in the amount as described in guidance

### **Supplemental Educational Services**

- ☐ Notify parents/guardians of the availability of SES for low income students
- ☐ Provide parents/guardians of eligible students the option of choosing among the state-approved providers
- ☐ Arrange for SES to be provided to low-income students attending the identified school(s)
- ☐ Establish contractual agreements with each provider selected by parents/guardians for each eligible child
- ☐ Pay the costs of the SES services within the cost limits

### **Publication of Actions**

- ☐ Post on the District's website the following information:
  - ☐ Number of students eligible for and participated in public school choice
  - ☐ List of available schools offered to eligible students to participate in public school choice
  - ☐ Number of students eligible for and participated in SES
  - ☐ List of SES providers and their locations approved by the State